

DECEMBER 2014 / JANUARY 2015

WorkOne Career Connect

Northwest Indiana



“TRADE”-ing Up

Skills for Work ■ Employment for Life

- » LOCAL APPRENTICESHIP PROGRAMS & DEADLINES
- » SCHOLARSHIPS FOR TRAINING & EDUCATION
- » FREE JOB SEARCH WORKSHOPS

FREE EDUCATION MONEY!

EVERYONE should apply for FAFSA. It makes smart sense!

The office of Federal Student Aid at the U.S. Department of Education is the largest provider of student financial aid in the nation. They provide grants, loans, and work-study funds for college or career school, offering more than \$150 billion each year to help millions of students for higher education.

They ensure students and their families can benefit from programs such as the Free Application for Federal Student Aid (FAFSA®) which they developed. They process approximately 22 million FAFSA submissions each year.

Completing the Free Application for Federal Student Aid (FAFSA®) is the first step toward getting federal aid for college, career school, or graduate school.

Many states and colleges use your FAFSA data to determine your eligibility for state and school aid, and some private financial aid providers may use your FAFSA information to determine whether you qualify for their aid.

ANSWERS TO 3 IMPORTANT QUESTIONS ABOUT FAFSA

WHY SHOULD I FILL OUT THE FAFSA?

If you don't fill out the FAFSA, you could be missing out on a lot of financial aid! We've heard a number of reasons students think they shouldn't complete the FAFSA. Here are a few:

- "I (or my parents) make too much money, so I won't qualify for aid."
- "Only students with good grades get financial aid."
- "The FAFSA is too hard to fill out."
- "I'm too old to qualify for financial aid."

If you think any of these statements apply to you, you may be very wrong. The reality is, EVERYONE should fill out the FAFSA!

WHEN DO I FILL OUT THE FAFSA?

The FAFSA becomes available in early January each year, and there are different deadlines for different programs.

You have to fill out the FAFSA every year you're in school in order to stay eligible for federal student aid.

Go to www.fafsa.gov, fill out the application, regardless of your age, grades or income level.

For more information about federal student aid, see **StudentAid.gov** or contact the Federal Student Aid Information Center:

1-800-4-FED-AID (1-800-433-3243) ■ TTY: 1-800-730-8913

For inquirers without access to the toll-free number: 319-337-5665 ■ E-mail: studentaid@ed.gov

AID PROGRAM

Federal student aid

State student aid

College or career school aid

Other financial aid

DEADLINE INFORMATION

For the 2014–15 year, you can apply between Jan. 1, 2014, and June 30, 2015. However, there are a few first come, first served federal student aid programs, so be sure to apply as soon as you can.

You can find state deadlines at www.fafsa.gov

Check the school's website or contact its financial aid office. School deadlines are usually early in the year (often in February or March).

Some programs other than government or school aid require that you file the FAFSA. For instance, you can't get certain private scholarships unless you're eligible for a Federal Pell Grant—and you can't find out whether you're eligible for a Pell Grant unless you file a FAFSA. If the private scholarship's application deadline is in early to mid-January, you'll need to submit your FAFSA before that deadline.

fafsa.gov

Offering You **NO-COST** Individual Services

- Skills evaluation
- Resume development and cover letter assistance
- Career planning
- Training dollars and scholarship/grant information
- Job search assistance
- Interview preparation
- Youth career and work information

Job Search Tools Available

You'll gain the competitive edge you need to be successful in your job search by using (for free) the following WorkOne tools and information:

- Computer Lab
- Internet Access
- Fax Machine and Copier
- Telephone
- Information/Resource Center

FREE Workshops

Get valuable tips on how to get noticed by employers and land the job you really want!

WorkReady workshop topics include:

- Look At You! (And All Your Skills)
- Indiana Career Connect and You – Part 1: Profile
- Indiana Career Connect and You – Part 2: Online Resume
- Resume: Templates, Formats and Options!
- Maximize Your Job Search!
- Interview Reality
- Improving Your Work Experience
- What's Wrong with My Resume? – Resume Critique
- Stop! Look! Listen! Communication Works!
- Dropping the Past! Grasping the Future!
- Ready to Scream!
- Mock Interview
- Orientation
- Unemployment Insurance
- Northwest Indiana Professional Network (NIPN)
- Smart Bright Ideas... Credit & Budget
- The Brand Called You
- Word UP! Intro to word 2010
- Word Up! Advanced Word 2010
- Word Up! Graphics for word 2010
- You Can Excel! Intro to Excel 2010
- You Can Excel! Formulas in Excel 2010
- Power UP! Intro to PowerPoint 2010
- Power Up! Advanced PowerPoint 2010
- Power Up! Mastering Animations
- Look Out! Microsoft Outlook

A WorkReady Completion Certificate will be presented to participants, based on completion requirements of workshops.

Veteran Priority Service If you are a veteran—you'll receive priority service! Ask to speak to a WorkOne Veteran Rep.

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WorkOne Northwest Indiana Career Connect is an initiative of the Northwest Indiana Workforce Board. Serving Jasper, Lake, La Porte, Newton, Porter, Pulaski and Starke Counties.

The WorkOne system is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. Call (800)743-3333 (TDD/TTY relay services).

Editorial for Career Connect provided by Barbara Grimsgard, Communications Manager, Center of Workforce Innovations, Regional Operator-WorkOne Region 1. 2804 Boilermaker Court, Ste. E, Valparaiso, IN 46383 | 219-462-2940 www.gotoworkonenw.com

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“Trade”-ing Up: Coming Clean about Dirty Jobs

Today's youth have been told over and over again that going to college will get them a good job, that they need a bachelor's degree to have any hope of success in the workforce of the 21st century, and that a high school diploma isn't enough anymore. But it's increasingly looking like only the last of those statements is as true as it sounds.

As an article from the Columbian reports, while millions of unemployed college graduates have moved home and are struggling to make student loan payments, millions of good-paying or even high-paying jobs that don't require four years of college are going unfilled for want of workers with the right skills.

Talking with the Des Moines Register in June, Mike Rowe, former host of the TV show “Dirty Jobs,” brought up the question of why people don't seem to want to pursue vocational careers. Low pay? Bad work environment? No, neither of those are the main cause, according to Rowe. Instead, people are steering clear of skilled trades because of a perceived social stigma: “It's because for the last 40 to 50 years, we've done a really good job of marginalizing those jobs.”

While the old standby statistic still stands true that those who invest in a college education are likely to earn more than their peers over a lifetime, that doesn't necessarily mean that those willing to work hard in a skilled trade are that much worse off; telecommunications installers, for example, earn an average of \$55,000 a year, which the U.S. Bureau of Labor Statistics reports is the same average earning as those with a bachelor's degree can expect. So maybe we should consider that while greater education leads to greater outcomes, “greater education” doesn't necessarily mean college, it means developing real skills.

Speaking in terms of trades over college, Rowe went on to explain that, “the trick is not to say that ‘this path is better than this path.’ The trick is to make sure by the time the kid gets to this point, where he or she is seriously trying to figure out the best path, that they can look at the most options.”

Emphasizing the importance of making an informed decision is a sensible perspective, especially in light of the fact that, using U.S. Bureau of Labor Statistics data, the Center for College Affordability and Productivity reported in 2010 that 35% of the





29 million college graduates in the workforce then had jobs that required less than a college degree. That means a lot of people with a lot of debt when they could have started off in the black from the beginning.

In Northwest Indiana, millwrights have a median hourly wage of \$25.25 an hour, plumbers and carpenters have a median hourly rate of \$25.63 an hour, and an electrician's median wage is \$29 an hour. Certifications and apprenticeship programs, often low-cost and scholarship-supported, make these worthy careers attainable in a fraction of the time and at a fraction of the cost of a university education.

Finally, although some people still associate trade jobs with sweaty manufacturing plants or grime-covered overalls, the tools and work environments have come a long way and nowadays pride themselves on their safety records and state-of-the-art equipment and technology.

So while a college degree is often a good option, keep in mind that it's not the only option. From the workplace to the pay check, it's those in the skilled trades that are cleaning up. ■

WorkOne Success Story

Nicoll's story

FROM PAPER ROUTE TO CNA

Twenty-year-old Nicoll Sigman had taken on a paper route to bring in extra money for herself and her husband. She said she'd been thinking about trying to get training to be a Certified Nursing Assistant (C.N.A.) for a long time and "I finally decided not to think about it



anymore and just do it –

take action," said Sigman. She heard about WorkOne from a friend and decided to see if they can provide help with the cost of tuition. Sigman qualified for fully funded tuition assistance. After enrolling in WorkOne and working with a career advisor for about two weeks, Sigman completed the necessary paperwork to receive approval for funding and one week later she was starting C.N.A. classes.

Sigman said although she'd been out of school for a few years, the four weeks of C.N.A. classes weren't hard and she had a really great instructor. She did say, however, that after the classes she was so nervous about taking the final state examination that she broke out in a rash. "It wasn't hard. I was just so nervous," she said laughing.

Sigman worked with her career advisor to create a great resume and got a job at the Rensselaer Care Center, the same day that she took her state exam!

The future is looking bright for Sigman. After working one year as a C.N.A., she will be able to apply for her Q.M.A. license and that's exactly what she plans on doing. Best of all, said Sigman, "I can sleep in a little, because I don't have to do the paper route anymore. ■

¹ <http://www.columbian.com/news/2014/apr/01/as-grads-seek-work-trade-jobs-go-unfilled/>

² <http://www.desmoinesregister.com/story/money/business/2014/06/14/mike-rowe-dirty-jobs-skills-gap/10515041/>

³ <http://chronicle.com/blogs/innovations/the-great-college-degree-scam/28067>

⁴ Source: EMSI Analyst – 2014.3 Dataset

LOCAL APPRENTICESHIP PROGRAMS

Boilermakers Joint Apprenticeship Committee

Sean Burke – Director
6333 Kennedy Avenue
Hammond, IN 46323
(219) 844-1765
(219) 844-2093 (Fax)
Dt374@local374.org (Email)
www.local374.org (Website)
For applications call Apprenticeship School for times & dates

Bricklayers Joint Apprenticeship (Union Hall)

Bob Green – State Instructor
7985 Marshall Street
Merrillville, IN 46410
219-769-3655 (for applications)
219-769-3960 (Fax)
Bacappgte.net@verizon.net (Email)
www.baclocal4.org (Website)

Carpenters & Millwright Joint Apprenticeship Committee

NWI
Ron Simko – Coordinator
760 N. Union Street
Hobart, IN 46342
(219) 947-3348
(219) 947-1889
rsimko@ikrcc.org (Email)
Applications are handed out
Monday – Friday 8:30 AM – 11:00 AM
& 1:00 – 4:00 PM

Carpenters Joint Apprenticeship & Training Fund

IN/KY Regional Council
6125 W. 38th Street
Indianapolis, IN 46226-5603
(317) 549-6097
(317) 549-6099 (Fax)
Applications are accepted from

8:30 – 11:00 AM & 1:00 – 4:00 PM
Monday – Friday at the
Hobart Campus location

Electricians Joint Apprentice & Training Committee

Lake & Newton
Kenneth Jania, Training Director
7200 Mississippi Street
Merrillville, IN 46410
(219) 845-3454
(219) 845-2455 (Fax)
GeneralJATC697@comcast.net (Email)
Applications are accepted the 2nd
Wednesday of each month from 9:00 AM
– Noon & 1:00 PM – 4:00PM. There is a
\$40.00 (non-refundable) application fee

Electrical Joint Apprenticeship & Training Committee *NWI*

Roland Hunter – Coordinator
301 E. 8th Street
Michigan City IN 46360
(219) 879-1090
(219) 879-0717 (Fax)
JATC531@sbcglobal.net (Email)
Applications are accepted from
8:30 AM – 4:30 PM, Monday – Friday
at above location. There is a \$10.00
(non-refundable) application fee

Glazier Apprenticeship & Training Committee *NWI*

Ron Zell – Coordinator
6501 Massachusetts Avenue
Indianapolis, IN 46226
(317) 542-7617
rzell@dc91.org
Once hired by an employer who has been
approved to train Apprentices you will
have 30 days to make an application with
Glaziers #1165

Heat and Frost Insulators & Allied Workers Apprenticeship Program

Jack Shine – Coordinator/Instructor
3850 S. Racine Avenue
Chicago, IL 60609
(773) 247-1007
(773) 247-6724
www.local17insulators.com (Website)
For applications call Apprenticeship School for times & dates

Iron Workers Joint Apprenticeship Training Committee

David Hall – Coordinator
890 E. 25th Avenue
Lake Station, IN 46405
(219) 962-7675
(219) 962-1615 (Fax)
Lw395apps@verizon.net (Email)
www.ironworkers395.com (Website)
Applications are handed out during the
first FULL 2 weeks of January only from
9:00 AM – NOON only.

Laborers Training Center *Indiana*

Gary McCabe – Director
Joe Bolk – Coordinator
P.O. Box 758
Bedford, IN 47421
(800) 742-4086/(812) 279-9751
(812) 279-5545 (Fax)

Laborers #41

Partial Lake, Japer & Newton Counties
550 Superior Avenue
Munster, IN 46321
(219) 924-7922
(219) 844-1325 (Fax)
Local41@sbcglobal.net (Email)

An Apprenticeship is a real job with training so you can earn while you learn and pick up some recognized qualifications as you go!
IMPORTANT TO KNOW: Many apprenticeship programs have a **JANUARY DEADLINE** for enrollment—so don't miss that deadline. Be sure to call a program you may interested to find out when their actual deadline is!

Laborers #81

Partial Lake & Porter Counties
253 S. Washington Street
Valparaiso, In 46383
(800) 858-7631/(219) 464-0695
(219) 465-7682 (Fax)
Laborers81@verizon.net (Email)
www.LIUNA.org (Website)
Call each separate hall for application dates & times

Operating Engineers #150

Apprenticeship & Skill Improvement Program
Michael Rorex – Coordinator
19800 W. South Arsenal Road
Wilmington, IL 60481
(815) 722-3201
(815) 423-5749 (Fax)
www.asiplocal150.org (Website)
Call for application dates & times

Painters #460

Penny Shepherd – Coordinator
8364 Minnesota Street
Merrillville, IN 46410
(219) 945-0956
(219) 945-0957 (Fax)
pas588@yahoo.com (Email)

Pile Drivers #578

Jim Czaja
4979 Indiana Ave, Suite 211
Lisle, IL 60532
(630) 325-6072
(630) 325-6052 (Fax)
jczaja@sbcglobal.net (Email)

Pipe Fitters Training Center #597

IL Residents
John C. Shue – Coordinator

10850 W. 187th Street
Mokena, IL 60448
(708) 326-9240
(708) 478-8458 (Fax)
jshue@pftf597.org (Email)
www.pf597.org (Website)
Applications are available on the 1st Wednesday of each month, 8:00 AM – NOON

Plaster & Cement Masons #692

Joint Apprenticeship Committee
David Champ – Coordinator
109 W. Commerce Street
Dunkirk, IN 47336
(756) 768-1047
Dchamp692@verizon.net (Email)
www.concrete-plasterer.com (Website)
Applications are accepted Monday – Friday 7:00 AM – 9:00 AM

Plumbers #210

Joint Apprenticeship Committee
Lee Culver – Coordinator
2901 E. 83rd Place
Merrillville, IN 46410
(219) 942-7224
(219) 942-6299 (Fax)
Ualu210tc@airbaud.net (Email)
Applications are accepted every 2nd Wednesday each month from 1:00 PM – 4:00 PM and you must have a valid Driver's License

Roofers #26

Joint Apprenticeship Committee
Keith J. Vitkovich – Coordinator
25 W. 84th Avenue
Merrillville, IN 46410
(219) 756-3718
(219) 756-3715 (Fax)

Applications are accepted Wednesday only from 8:00 AM – Noon

Sheet Metal Workers #20

Joint Apprenticeship Center
Bob Hostinsky – Coordinator
6450 Ameriplex Drive
Portage, IN 46368
(219) 764-1900
(219) 764-1941 (Fax)
bhostinsky@smwlocal20.org (Email)
www.smwlocal20.org (Website)
Applications are available the 1st Friday each month from 7:00 AM – Noon

Sprinkler Fitter #281

Joint Apprentice Training Program
Bill Dalton – Coordinator
11900 S. Laramie Avenue
Alsip, IL 60803
(708) 597-1800
(708) 597-1894
bdalton@sftf281.org (Email)
www.sprinklerfitterchicago.org (Website)
Call for application dates and times

Teamster #142

Mitch Sawohla – Coordinator
1300 Clark Road
Gary, IN 46404
(219) 756-1422, ext. 302
www.teamster142.org (Website)
Call for application dates and times

Technical Engineers #130

Brian Dunn – Coordinator
1340 W. Washington Boulevard
Chicago, IL 60607
(312) 421-1010
(312) 421-9633 (Fax)
www.plumberslu130ua.org (Website)
Call for application dates and times

Skills for Work ■ Employment for Life

Youth Opportunities in Career & Technical Education

Maybe a 4-year college path is not your thing? Did you know that the trades in NW Indiana are in need of workers and provide high scale wages with terrific benefits? Did you know you can be certified for one of these high wage jobs in 6 months or less?

Message to youth and parents: Many youth and parents think that a 4-year college is the only option for a great career. Not true! Career and technical training is available in Northwest Indiana to help students gain some hands-on experience and training in many industries including the trades, healthcare, manufacturing, hospitality, and more. Many of these in-demand careers provide job security, high pay, and minimal investment compared to the 4-year college tuitions across the country.

To learn more about high school Career and Technical Education—contact the high school principal or the Career & Technical Director in your local school corporation!

Local High School Career & Technical Education

■ LAKE COUNTY SCHOOLS

School City of East Chicago, School City of Hammond, School Town of Highland, School City of Whiting, Lake Central School Corporation, Griffith Public Schools, School Town of Munster, Lake Station School Corporation, Lake Ridge Schools, Gary Community School Corporation, Merrillville Community School Corporation, River Forest Community School Corporation, Tri-Creek School Corporation, Hanover School Corporation, and Crown Point School Corporation, School City of Hobart

■ PORTER COUNTY SCHOOLS

MSD Boone Township, Porter Township Schools, Union Township School Corporation, Duneland School Corporation, Portage Township Schools, Valparaiso Community Schools, East Porter County Schools

■ LA PORTE COUNTY SCHOOLS

Michigan City Area Schools, Tri-Township School Corporation, MSD of New Durham, New Prairie United School Corporation, South Central School Corporation, and LaPorte Community Schools

■ INDIAN TRAILS CAREER COOPERATIVE

(Southern counties which include Jasper, Newton, and Pulaski) Twin Lakes School Corporation, Kankakee Valley School Corporation, Rensselaer Central Schools, North Newton School Corporation, North White School Corporation, West Central School Corporation, Carroll Consolidated School Corporation, Delphi Community School Corporation, Frontier School Corporation, Tri-County School Corporation, and South Newton School Corporation

■ NORTH CENTRAL AREA VOCATIONAL COOPERATIVE

Community Schools, Oregon Davis School Corporation, North Judson-San Pierre Schools, Knox Community School Corporation, Argos Community Schools, Plymouth Community Schools, Triton School Corporation, John Glenn School Corporation, Union-North United School Corporation, and Rochester Community Schools

Local Training Opportunities for Out of School Youth and Adults

Career and technical training is available in Northwest Indiana to help you start a career in the trades, healthcare, manufacturing, and more.

Some certification programs take anywhere from 1-6 months! ■



◀ Visit gotoworkonenw.com

for a WorkOne center or apprenticeship program near you and to learn more about training opportunities and WorkOne scholarships!

WorkOne workshop offerings

See a full calendar of **No Cost** workshops on **pages 10-13**

Look At You! (And All Your Skills)

Identify your current and hidden skills and what it takes to rejuvenate your career. Learn what information is essential when building an effective resume and completing job applications successfully.

Indiana Career Connect and You – Part 1: Profile

This computer-based workshop covers everything from creating and expanding your profile, the importance of completing personal assessments and getting the most out of your ICC account for high visibility.

Indiana Career Connect and You – Part 2: Online Resume

Workshop focuses on the Resume Builder portion of ICC. You'll learn how to create an effective and well-versed resume online for recruiters to view.

Resume: Templates, Formats and Options!

This workshop is a lecture-filled wealth of knowledge that guides attendees through modern day resume styles and formats – and the advantages and drawbacks of each.

Maximize Your Job Search!

This hands-on workshop covers all the tricks of the trade in regards to internet job searching and shaping your social media image on LinkedIn.

Interview Reality

This highly interactive workshop is designed to eliminate the mystery, fear and stress of interviewing from your mind.

Improving Your Work Experience

You'll learn strategies and skill to provide top-notch customer service. Topics include: dealing with difficult people, preventative maintenance, effective listening and constructive confrontation.

What's Wrong with My Resume? — Resume Critique

This highly interactive workshop operates as a peer-review of your resume. Attendees are required to bring a printed copy of their resume in order to dissect not only their personal resume, but other attendees resumes.'

Stop! Look! Listen! Communication Works!

This workshop covers communication in the workforce, and in our everyday lives. Whether you have an upcoming interview, a networking event, a job fair, a hot date, a special occasion or want to change your life for the better — it's time to change the way you communicate.

Dropping the Past! Grasping the Future!

This highly new age workshop provides coping mechanisms and tactics to help you understand the emotional stress of losing your job. Topics discussed – include: the grieving process, methods to stay focused and maintaining a positive attitude.

Ready to Scream!

A colorful and imaginative guide to managing your anger – this interactive workshop covers the origins, tips, tactics and ways to combat your negative feelings into positive and productive thoughts and goals.

Mock Interview

More than sample questions and answers – this hands-on workshop delves into attendees answering an array of interview questions in their own words and from their own experience. This workshop focuses on constructing “on the spot” original answers and parlaying your responses with body language and intonation

Orientation

More than just the unemployment office — an overview of services available at WorkOne offices across Northwest Indiana. Getting you employed, trained, and confident is our mission.

Unemployment Insurance

This workshop will provide you with the information you need to navigate the Unemployment Insurance process.

Northwest Indiana Professional Network (NIPN)

This exclusive networking group is for currently enrolled (intensive level) WorkOne clients who possess an Associate's Degree or higher. A non-enrolled individual may attend one session of NIPN as a guest. Customers must be scheduled for this session by a Career Advisor.

Smart Bright Ideas...Credit & Budget

Going broke? Living check to check? We educate and encourage all clients to bank-wisely and achieve the financial freedom they deserve. Getting your finances in check is this workshops priority.

The Brand Called You

You will learn the basis of an elevator pitch – from construction to delivery and how to ultimately use it in any personal or professional situation get the job and life you deserve. This workshop will leave you more confident in selling your brand to the world.

Word UP! Intro to Word 2010

This workshop will help attendees understand the different groups, commands, and icons on the NEW Word Ribbon. Additional features include learning how to open, edit, and save documents in different formats.

Word UP! Advanced Word 2010

Learn the different ways to format text, pages, and paragraphs. Additional features include learning how to adjust margins, insert page breaks, page numbers and headers and/or footers. Attendees will create a one page newsletter from an existing unformatted document.

Word UP! Graphics for Word 2010

Learn how to insert tables, charts, and images in Microsoft Word. Additional features of the workshop include learning how to add and delete rows and columns, and moving or resizing graphics.

You Can Excel! Intro to Excel 2010

Understand the different groups, commands, and icons on the NEW Excel Ribbon. Additional features of the workshop include how to open, edit, and save spreadsheets in different formats.

You Can Excel! Advanced Excel 2010

You'll be guided through the different ways to format cells, move around in a workbook, and how to add columns, as well as printing options in Excel.

You Can Excel! Formulas in Excel 2010

Using formulas and functions in Excel. Attendees will learn how to create formulas, copy formulas, and make charts from cell data. In addition attendees will learn how to calculate a loan using the PMT function.

Power Up! Intro to PowerPoint 2010

This workshop helps attendees understand the different groups, commands, and icons on the NEW PowerPoint Ribbon.

Power Up! Advanced PowerPoint 2010

Discover how to construct slides using images, clipart, videos, and sound to your presentations to make them more interesting and engaging.

Power Up! Mastering Animations

Discover how to add transitions to PowerPoint slides. Attendees will also learn how to animate text, pictures, and graphics.

Look Out! Microsoft Outlook

Learn to use Microsoft Outlook for organization, time management, workplace communication, internal and external email communication and sharing calendars.

To sign up for a FREE seminar, call a WorkOne office or visit www.gotoworkonenw.com

Gary Office December 2014

3522 Village Circle, Gary, IN (219) 981-1520
Open M,T,W,F 8 AM-4:30 PM; TH 10 AM-4:30 PM

Southern Counties Dec. 2014

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00-10:30 Intro to PowerPoint 10:30-12:00 Advanced PowerPoint 1:00-2:30 Mastering Animations in PowerPoint (Microsoft PowerPoint Schedule subject to change)	9:00-10:30 Interview Reality 10:30-12:00 Communication Works! 1:00-2:30 ICC and You 1: Profile	8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)	10:00-11:30 Look at You and All Your Skills 1:00-2:30 Smart Ideas for Credit and Budgeting 2:30-3:30 Resume: Templates, Formats, and Options	
9:00-10:30 Intro to Word 10:30-12:00 Advanced Word 1:00-2:30 Working with Graphics in Word (Microsoft Word Schedule subject to change)	9:00-10:30 ICC and YOU Part 2: Online Resume 10:30-12:00 Resumes: Templates, Formats and Options 1:30-3:00 What's Wrong with my Resume?	8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)	10:00-11:30 Dropping the Past, Grasping the Future 1:00-2:30 Improving Your Work Experience 2:30-3:30 ICC and You 1: Profile	
9:00-10:30 Intro to Excel 10:30-12:00 Advanced Excel 1:00-2:30 Working with Formulas in Excel (Microsoft Excel Schedule subject to change)	9:00-10:30 Interview Reality 10:30-12:00 The Brand Called YOU! 1:00-2:30 Look At You And All Your Skills	8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)	10:00-11:30 ICC and You Part 2: Online Resume 1:00-2:30 Resume: Options, Formats, and Templates 2:30-3:30 Mock Interview	
9:00-10:30 Intro to PowerPoint 10:30-12:00 Advanced PowerPoint 1:00-2:30 Mastering Animations in PowerPoint (Microsoft PowerPoint Schedule subject to change)	9:00-10:30 Smart Ideas for Credit and Budgeting 10:30-12:00 Communication Works 1:30-3:00 ICC and You 1: Profile	No workshops Scheduled	OFFICE CLOSED CHRISTMAS	OFFICE CLOSED Washington's Birthday
No workshops Scheduled	9:00-10:30 Improving Your Work Experience 10:30-12:00 Look at you and all your skills 1:30-3:00 Smart! Bright! Ideas for a brighter future	No workshops Scheduled		

Jasper County

116 N. Van Rensselaer Street
Rensselaer; 219-866-4330
Fax: 219-866-2746
Hours: Mon, Tues, Wed & Fri - 8 am - 4:30pm; Thurs - 10am - 4:30pm

Newton County

4117 S. 240 West, Ste. 400 • Morocco, 800-661-2258 Fax: 219-285-2213
Hours: Mon, Tues & Wed 8 am-4:30 pm

Starke County

53 W. Lake Street • Knox;
574-772-6882 Fax: 574-772-6899
Hours: Mon, Tues, Wed & Fri - 8 am - 4:30 pm; Thurs - 10 am - 4:30pm

Pulaski County

123 N. Market Street, Ste. 2 • Winamac
574-946-6300 Fax: 574-946-3628
Hours: Tues & Wed - 8 am - 4:30pm

Hammond December 2014

5265 Hohman Avenue, Hammond IN (219) 933-8332
Open M,T,TH, F 8 AM-4:30 PM; W 10 AM-4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00-10:30 Interview Reality 10:30-12:00 Communication Works! 1:00-2:30 ICC and You 1: Profile	11:00-12:30 Intro to PowerPoint 1:30-3:00 Advanced PowerPoint 3:00-4:30 Mastering Animations in PowerPoint (Microsoft PowerPoint Schedule subject to change)	10:00-11:30 Look at You and All Your Skills 1:00-2:30 Smart Ideas for Credit and Budgeting 2:30-3:30 Resume: Templates, Formats, and Options	8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)	
9:00-10:30 ICC and YOU Part 2: Online Resume 10:30-12:00 Resumes: Templates, Formats and Options 1:30-3:00 What's Wrong with my Resume?	11:00-12:30 Intro to Excel 1:30-3:00 Advanced Excel 3:00-4:30 Working with Formulas in Excel (Microsoft Excel Schedule subject to change)	10:00-11:30 Dropping the Past, Grasping the Future 1:00-2:30 Improving Your Work Experience 2:30-3:30 ICC and You 1: Profile	8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)	
9:00-10:30 Interview Reality 10:30-12:00 The Brand Called YOU! 1:00-2:30 Look At You And All Your Skills	11:00-12:30 Intro to Word 1:30-3:00 Advanced Word 3:00-4:30 Working with Graphics in Word (Microsoft Word Schedule subject to change)	10:00-11:30 ICC and You Part 2: Online Resume 1:00-2:30 Resume: Options, Formats, and Templates 2:30-3:30 Maximizing Your Job Search	8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)	
9:00-10:30 Mock Interview 10:30-12:00 Communication Works 1:30-3:00 ICC and You 1: Profile	11:00-12:30 Intro to PowerPoint 1:30-3:00 Advanced PowerPoint 3:00-4:30 Mastering Animations in PowerPoint (Microsoft PowerPoint Schedule subject to change)	No workshops Scheduled	OFFICE CLOSED CHRISTMAS	OFFICE CLOSED Washington's Birthday
9:00-10:30 Improving Your Work Experience 10:30-12:00 Look at you and all your skills 1:30-3:00 Smart! Bright! Ideas for a brighter future	No workshops Scheduled	No Workshops Scheduled		

MONDAY	
KNOX	15
9:00-10:00 Interview Reality 10:00-11:30 What's Wrong With My Resume? 1:00-2:30 Dropping the Past! Grasping the Future! 2:30-3:30 Improving Your Work Experience!	

WEDNESDAY	
KNOX	3
1:30-3:00 Intro to PowerPoint 3:00-4:30 Advanced PowerPoint (Microsoft PowerPoint Schedule Subject to change)	
MOROCCO	17
1:00-2:00 The Brand Called You! 2:00-3:00 Interview Reality 3:00-4:00 Find Your Power! Find Your Success!	

THURSDAY	
WINAMAC	11
9:30-10:30 The Brand Called You! 10:30-11:30 Ready to Scream! 11:30-1:00 Find Your Power! Find Your Success!	

RENSELAER	18
1:00-2:00 Interview Reality 2:00-3:00 Mock Interview 3:00-4:00 Ready to Scream	

OFFICE CLOSED	25
FRIDAY	
OFFICE CLOSED	26

To sign up for a FREE seminar, call a WorkOne office or visit www.gotoworkonenw.com

Portage Office *December 2014*

Ameriplex Commercial Park - 1575 Adler Circle, Ste. A, Portage, IN;
(219) 762-6592 - Open M, T, TH, F, 8 AM-4:30 PM; W 10 AM-4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00-10:30 ICC and YOU Part 2: Online Resume 10:30-12:00 Resumes: Templates, Formats and Options 1:30-2:30 What's Wrong with my Resume? 1	8:30-10:00 NIPN 2	10:30-12:00 Interview Reality 1:30-3:00 The Brand Called YOU! 3	9:00-10:30 Intro to Excel 10:30-12:00 Advanced Excel 1:00-2:30 Working with Formulas in Excel (Microsoft Excel Schedule subject to change) 4	5
9:00-10:30 Look at YOU and all your skills 10:30-12:00 ICC and you Part 1: Profile 1:30-3:00 ICC and you Part 2: Online Resume 8	8:30-10:00 NIPN 9	10:30-12:00 Maximize Your Job Search 1:30-3:00 Improving Your Work Experience 10	9:00-10:30 Intro to PowerPoint 10:30-12:00 Advanced PowerPoint 1:00-2:30 Mastering Animations in PowerPoint (Microsoft PowerPoint Schedule subject to change) 11	12
9:00-10:30 Interview Reality 10:30-12:00 Mock Interview 1:30-3:00 The Brand Called You 15	8:30-10:00 NIPN 16	10:30-12:00 Look at You and all your Skills 1:00-2:30 ICC and You Part 1: Profile 2:30-4:00 ICC and YOU Part 2: Online Resume 17	9:00-10:30 Intro to Word 10:30-12:00 Advanced Word 1:00-2:30 Working with Graphics in Word (Microsoft Word Schedule subject to change) 18	19
22	23	24	25 Christmas Day Office Closed	26 Office Closed

LaPorte Office *December 2014*

300 Legacy Plaza West, Sagamore Center, LaPorte, IN; (219) 362-2175;
Open M,T,TH,F 8 AM-4:30 PM; W 10 AM -4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00-11:00 NIPN 1	9:00-10:30 Resumes: Templates, Formats and Options 10:30-12:00 What's Wrong With my Resume? 1:30-3:00 ICC and YOU Part 2: Online Resume 2	9:00-10:30 Intro to Word 10:30-12:00 Advanced Word (Microsoft Word Schedule subject to change) 3	10:30-12:00 Interview Reality 1:00-2:30 The Brand Called YOU! 4	5
9:00-11:00 NIPN 8	9:00-10:30 ICC and YOU Part 1: Profile 10:30-12:00 ICC and YOU Part 2: Online Resume 1:30-3:00 Maximize Your JOB Search 9	9:00-10:30 Intro to PowerPoint 10:30-12:00 Advanced PowerPoint (Microsoft PowerPoint Schedule subject to change) 10	10:30-12:00 Dropping the Past! Grasping the Future! 1:30-3:00 Ready To Scream 11	12
9:00-11:00 NIPN 15	9:00-10:30 Interview Reality 10:30-12:00 The Brand Called YOU! 1:30-3:00 Mock Interview 16	9:00-10:30 Intro to Excel 10:30-12:00 Advanced Excel (Microsoft Excel Schedule subject to change) 17	10:30-12:00 Improving Your Work Experience 1:30-3:00 Look at You! And All your skills 18	19
9:00-11:00 NIPN 22	23	9:00-10:30 Intro to Word 10:30-12:00 Advanced Word (Microsoft Word Schedule subject to change) 24	25 Christmas Day Office Closed	26 Office Closed
9:00-11:00 NIPN 29	30	31		

To sign up for a FREE seminar, call a WorkOne office or visit www.gotoworkonenw.com

Gary Office January 2015

3522 Village Circle, Gary, IN (219) 981-1520
Open M,T,W,F 8 AM-4:30 PM; TH 10 AM-4:30 PM

Southern Counties Jan. 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
			1 OFFICE CLOSED NEW YEAR'S DAY
5 9:00-10:30 Intro to Word 10:30-12:00 Advanced Word 1:00-2:30 Working with Graphics in Word (Microsoft Word Schedule subject to change)	6 9:00-10:30 Communication Works! 10:30-12:00 Resumes: Templates, Formats and Options 1:30-3:00 ICC and You 1: Profile	7 8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)	8 10:00-11:30 Dropping the Past, Grasping the Future 1:00-2:30 What's Wrong with my Resume 2:30-3:30 ICC and You 2: Online Resume
12 9:00-10:30 Intro to Excel 10:30-12:00 Advanced Excel 1:00-2:30 Working with Formulas in Excel (Microsoft Excel Schedule subject to change)	13 9:00-10:30 Interview Reality 10:30-12:00 Look At You And All Your Skills 1:00-2:30 Mock Interview	14 8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)	15 10:00-11:30 The Brand Called You 1:00-2:30 Resume: Options, Formats, and Templates 2:30-3:30 Maximizing Your Job Search
19 OFFICE CLOSED Martin Luther King Day	20 10:00-11:30 Communication Works! 1:00-2:30 Interview Reality 2:30 - 3:30 ICC and You 2: Online Resume	21 8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)	22 10:00-11:30 Improving Your Work Experience 1:00-2:30 Look At You And All Your Skills 2:30-3:30 Interview Reality
26 9:00-10:30 Intro to PowerPoint 10:30-12:00 Advanced PowerPoint 1:00-2:30 Mastering Animations in PowerPoint (Microsoft PowerPoint Schedule subject to change)	27 9:00-10:30 Dropping the Past, Grasping the Future 10:30-12:00 ICC and You 1: Profile 1:30-3:00 Smart, Bright Ideas for Credit and Budgeting	28 8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)	29 No Workshops Scheduled

Jasper County

116 N. Van Rensselaer Street
Rensselaer; 219-866-4330
Fax: 219-866-2746
Hours: Mon, Tues, Wed & Fri - 8 am - 4:30pm; Thurs - 10am - 4:30pm

Newton County

4117 S. 240 West, Ste. 400 • Morocco, 800-661-2258 Fax: 219-285-2213
Hours: Mon, Tues & Wed 8 am-4:30 pm

Starke County

53 W. Lake Street • Knox; 574-772-6882 Fax: 574-772-6899
Hours: Mon, Tues, Wed & Fri - 8 am - 4:30 pm; Thurs - 10 am - 4:30pm

Pulaski County

123 N. Market Street, Ste. 2 • Winamac 574-946-6300 Fax: 574-946-3628
Hours: Tues & Wed - 8 am - 4:30pm

Hammond January 2015

5265 Hohman Avenue, Hammond IN (219) 933-8332
Open M,T,TH, F 8 AM-4:30 PM; W 10 AM-4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
			1 OFFICE CLOSED NEW YEAR'S DAY
5 9:00-10:30 Communication Works! 10:30-12:00 Resumes: Templates, Formats and Options 1:30-3:00 ICC and You 1: Profile	6 11:00-12:30 Intro to Excel 1:30-3:00 Advanced Excel 3:00-4:30 Working with Formulas in Excel (Microsoft Excel Schedule subject to change)	7 10:00-11:30 Dropping the Past, Grasping the Future 1:00-2:30 What's Wrong with my Resume 2:30-3:30 ICC and You 2: Online Resume	8 8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)
12 9:00-10:30 Interview Reality 10:30-12:00 Look At You And All Your Skills 1:00-2:30 Mock Interview	13 11:00-12:30 Intro to Word 1:30-3:00 Advanced Word 3:00-4:30 Working with Graphics in Word (Microsoft Word Schedule subject to change)	14 10:00-11:30 The Brand Called You 1:00-2:30 Resume: Options, Formats, and Templates 2:30-3:30 Maximizing Your Job Search	15 8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)
19 OFFICE CLOSED Martin Luther King Day	20 11:00-12:30 Intro to PowerPoint 1:30-3:00 Advanced PowerPoint 3:00-4:30 Mastering Animations in PowerPoint (Microsoft PowerPoint Schedule subject to change)	21 10:00-11:30 Improving Your Work Experience 1:00-2:30 Look At You And All Your Skills 2:30-3:30 Interview Reality	22 8:30-10:00 NIPN (Must be referred by a Career Advisor to attend)
26 9:00-10:30 Dropping the Past, Grasping the Future 10:30-12:00 ICC and You 1: Profile 1:30-3:00 Smart, Bright Ideas for Credit and Budgeting	27 No Workshops Scheduled	28 10:00-11:30 Communication Works! 1:00-2:30 Interview Reality 2:30-3:30 ICC and You 2: Online Resume	29 No Workshops Scheduled

MONDAY
12 KNOX 9:00-10:00 Stop! Look! Listen! Communication Works! 10:00-11:30 Find Your Power! Find Your Success! 1:00-2:30 MAXIMIZE Your Job Search! 2:30-3:30 Improving Your Work Experience

TUESDAY
13 MOROCCO 1:00-2:00 Mock Interview 2:00-3:00 The Brand Called You 3:00-4:00 Ready to Scream!

WEDNESDAY
7 KNOX 1:30-3:00 Intro to Excel 3:00-4:30 Advanced Excel (Microsoft Excel Schedule Subject to change)
14 RENSELAER 1:00-2:00 Resume, Templates and Formats 2:00-3:00 Stop! Look! Listen! Communication Works 3:00-4:00 Interview Reality

THURSDAY
8 WINAMAC 9:30-10:30 The Brand Called You! 10:30-11:30 SMART! Bright Ideas 11:30-1:00 Look at You! (And All Your Skills!)

To sign up for a FREE seminar, call a WorkOne office or visit www.gotoworkonenw.com

Portage Office January 2015

Ameriplex Commercial Park - 1575 Adler Circle, Ste. A, Portage, IN; (219) 762-6592 - Open M, T, TH, F, 8 AM-4:30 PM; W 10 AM-4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
		10:30-12:00 Interview Reality 1:30-3:00 The Brand Called YOU!	OFFICE Closed 1
9:00-10:30 Look at YOU and all your skills 10:30-12:00 ICC and you Part 1: Profile 1:30-3:00 ICC and you Part 2: Online Resume 5	8:30-10:00 NIPN 6	10:30-12:00 Maximize Your Job Search 1:30-3:00 Improving Your Work Experience 7	9:00-10:30 Intro to Excel 10:30-12:00 Advanced Excel 1:00-2:30 Working with Formulas in Excel (Microsoft Excel Schedule subject to change) 8
9:00-10:30 Interview Reality 10:30-12:00 Mock Interview 1:30-3:00 The Brand Called You 12	8:30-10:00 NIPN 13	10:30-12:00 Look at You and all your Skills 1:00-2:30 ICC and You Part 1: Profile 2:30-4:00 ICC and YOU Part 2: Online Resume 14	9:00-10:30 Intro to PowerPoint 10:30-12:00 Advanced PowerPoint 1:00-2:30 Mastering Animations in PowerPoint (Microsoft PowerPoint Schedule subject to change) 15
OFFICE CLOSED 19	8:30-10:00 NIPN 20	10:30-12:00 Dropping the Past, Grasping the Future 1:30-3:00 Ready to Scream 21	9:00-10:30 Intro to Word 10:30-12:00 Advanced Word 1:00-2:30 Working with Graphics in Word (Microsoft Word Schedule subject to change) 22
9:00-10:30 ICC and YOU Part 2: Online Resume 10:30-12:00 Resumes: Templates, Formats and Options 1:30-2:30 What's Wrong with my Resume? 26	8:30-10:00 NIPN 10:30-12:00 VetNetworking 27	No Workshops Scheduled 28	No Workshops Scheduled 29

Michigan City Office Jan. 2015

302 West 8th Street, Suite 1
Michigan City IN 46360
Office: 219-809-0575 Fax: 219-809-0577
Hours: Mon, Wed & Fri - 8 am - 4:30pm

MONDAY
OFFICE CLOSED 19
WEDNESDAY
9:00-10:30 ICC and You Part 1: Profile 10:30-12:00 ICC and You Part 2: Online Resume 1:30-3:00 Resumes: Templates, Formats and Options 7
9:00-10:30 Maximize Your Job Search 14 10:30-12:00 Look at you and all your skills 1:30-3:00 What's wrong with my resume? 14
9:00-10:30 Interview Reality 10:30-12:00 The Brand Called You 1:30-3:00 Intro to PowerPoint 3:00-4:30 Advanced PowerPoint (Microsoft PowerPoint Schedule subject to change) 21
No workshops Scheduled 28

LaPorte Office January 2015

300 Legacy Plaza West, Sagamore Center, LaPorte, IN; (219) 362-2175; Open M,T,TH,F 8 AM-4:30 PM; W 10 AM-4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
			OFFICE CLOSED 1
9:00-10:30 NIPN 5	9:00-10:30 ICC and YOU Part 1: Profile 10:30-12:00 ICC and YOU Part 2: Online Resume 1:30-3:00 Maximize Your JOB Search 6	9:00-10:30 Intro to PowerPoint 10:30-12:00 Advanced PowerPoint (Microsoft PowerPoint Schedule subject to change) 7	10:30-12:00 Look at YOU and all your skills 1:30-3:00 Dropping the Past, Grasping the future 8
9:00-10:30 NIPN 12	9:00-10:30 ICC and you Part 2: Online Resume 10:30-12:00 Resumes: Templates, Formats and Options 1:30-3:00 What's Wrong with my Resume? 13	9:00-10:30 Intro to Excel 10:30-12:00 Advanced Excel (Microsoft Excel Schedule subject to change) 14	10:30-12:00 Improving Your Work Experience 1:30-3:00 Look at You! And All your skills 15
OFFICE CLOSED 19	9:00-10:30 Interview Reality 10:30-12:00 The Brand Called YOU! 1:30-3:00 Mock Interview 20	9:00-10:30 Intro to Word 10:30-12:00 Advanced Word (Microsoft Word Schedule subject to change) 21	10:30-12:00 ICC and you Part 1: Profile 1:30-3:00 ICC and YOU Part 2: Online Resume 22
9:00-10:30 NIPN 26	9:00-10:30 ICC and you Part 2: Online Resume 10:30-12:00 Resumes: Templates, Formats and Options 1:30-3:00 What's Wrong with my Resume? 27	9:00-10:30 Intro to PowerPoint 10:30-12:00 Advanced PowerPoint (Microsoft PowerPoint Schedule subject to change) 28	No Workshops Scheduled 29

Northwest Indiana is home to over 30 adult education and learning sites

Providing **FREE** classes!

Many area adult education programs can help you:

- Brush up on basic math, reading and writing skills before registering for college
- Prepare you for the H.S.E. exam
- Strengthen your English language skills and adapt to practical everyday situation in the U.S.

Adult Basic Education (ABE)

Addresses basic skill needs; e.g., reading, writing, language and math.

Adult Secondary Credit (ASC)

Provides the opportunity for those who didn't finish high school to return as adults and complete credits toward a regular high school diploma.

High School Equivalency (HSE) Preparation (formerly GED Preparation)

Prepares student to pass the exam for the HSE diploma—the equivalent to a credential for high school completion. The actual HSE testing is only offered at a few sites.

English as a Second Language (ESL)

Provides English language instruction to non-English speaking adults along with practical skills for everyday personal, social, and working situations.

*Note: Many adult education locations may require an annual \$20.00 administrative fee to cover books, materials, and/or supplies, however instruction is free.



Northwest Indiana Adult Learning Sites

JASPER COUNTY

Jasper County Adult Learning Center

First Reformed Church
9991 W. 1200 N., Demotte, IN 46310 • (219) 863-9145
Tues., Thurs. and Fri. - 8:30 am to Noon
ABE, GED, ESL

Jasper County Adult Learning Center

Drexel Hall
1027 S. College Ave., Rensselaer, IN 47978 • (219) 863-8591
Mon. & Wed. - 10:00 am to 1:00 pm
Tues. & Thurs., - 4:00 pm to 8:00 pm
ABE, GED, ESL

LAKE COUNTY

Crown Point Adult Learning Center

Lakeview Square, 928 B S. Court St.
Crown Point, IN 46307 • (219) 663-5465
Mon. & Wed. - 5:00 pm to 9:00 pm
Tues. & Thurs. - 9:00 am to 3:30 pm
ABE, GED, ESL

East Chicago Adult Education

West Side Junior High School
4001 Indianapolis Blvd.
East Chicago, IN
Mon.-Fri. from 9:00 am to Noon
(219) 391-4068 ext 2210 or ext. 2211

Central High School
1100 West Columbus Drive
East Chicago, IN
Mon.-Thurs. 4:30 to 7:30 pm
219-391-4000 ext. 4060

Lowell Adult Learning Center

Cedar Creek Community Center
151 N. Fremont, Lowell, IN 46356 • (219) 696-6777
Mon, Wed, Thurs -9:00 am to 3:00 pm
Tues 1:00 pm to 6:00 pm
ABE, GED, ESL

School City of Whiting Adult ESL Program

Nathan Hale Elementary
1831 Oliver St., Whiting, IN 46394
Contact: Dr. Sandra Martinez at 219-659-0656
smartinez@ns.whiting.k12.in.us
Tues. and Thurs. - 5:00 to 7:00 pm

Hobart Adult Learning Center

Hobart Public Library
100 Main St., Hobart, IN 46342
(219) 942-2243 ext. 762
Mon/Tues/Wed/Thurs - 12:00 to 4:00 pm
Mon. & Wed. - 4:00 to 8:00 pm
ABE, GED, ESL

Tri-Town Adult Learning

St. John Community Center
1515 Lincoln Hwy., Schererville, IN 46375
(219) 322-6700
Tues/Thurs - 12:00 pm to 6:00 pm
Wed. - 2:00 pm to 8:00 pm
ABE, GED, ESL

Hammond Area Career Center

5727 Sohl Ave., Hammond, IN 46320
(219) 933-2419
Mon thru Thurs. **ESL** - 9:00 am to 12:30 pm
Mon. thru Thurs. **GED** - 9:00 am to 1:00 pm
Mon. thru Thurs. **ESL/GED** - 6:00 to 8:30 pm
ESL/Citizenship Class - Sat. 9:00 am to 12:30
at Greater Hammond Community Center)

Lake Ridge Schools

6111 W. Ridge Rd., Gary, IN
(219) 838-1819 or (219) 989-7816
Mon. thru Fri. - 9:00 am to Noon
and 1:00 to 4:00 pm
GED, ABE, ASC, ESL

Merrillville Adult Education

6701 Delaware St., Merrillville, IN 46410
(219) 650-5310

GED Prep. Program (ABE)

Mon. thru Thurs. - 6 to 8:30 pm
Jan. thru March
Apr. thru June
July thru Sept.
Oct. thru Dec.

GED Testing

Twice Monthly - Mon. & Tues.
4:45 pm to 9:00 pm
Dates and registration available at
www.mvsc.k12.in.us/adulted

High School Diploma Completion

Mon. thru Thurs. - 3:45 to 9:10 pm
Aug. 30 thru Dec. 21, 2011 To be Determined

Whiting Public Library

1735 Oliver Avenue
Whiting, IN 46394
219-933-2419
cwarner@hammond.k12.in.us
ESL: Tues. & Thurs. from 2:30 to 4:30 pm

GARY CITY-WIDE SITES

Gary Adult Continuing Education Systems (ACES)

1800 East 35th Ave.
(219) 963-2085
Mon/Tues/Wed/Thurs - 4:30 pm to 8:30 pm
Also offers *Adult Secondary Credit (ASC)* classes Mon. thru
Fri. - 3:00 pm to 8:00 pm

Ivy Tech Community College

1440 East 35th Ave., Room C207
(219) 981-1111
Tues. & Thurs. - 9:00 am to Noon (offers ESL also)

WorkOne (Village Shopping Ctr)

3522 Village Court
(219) 981-4100
Tues., Wed., Thurs. 9:00 a.m. - Noon

LA PORTE COUNTY

LaPorte High School

602 F Street, LaPorte, IN 46350
Max Miller (mmiller@lpcsc.k12.in.us)
Paul Lindeman (plindeman@lpcsc.k12.in.us)
(219) 362-3102
Adult Secondary Credit Classes (ASC)
Mon. thru Thurs. - 4 to 7:00 pm

Michigan City Public Library

100 E. 4th Street, Michigan City, IN 46360
(219) 873-3043 *Call for specific days and hours*
Individualized tutoring services include GED preparation,
Adult Basic Education (ABE), and English as a
Second Language (ESL)

A.K. Smith Career Center

817 Lafayette St., Michigan City, IN 46360
16 & 17 year olds, Mon. thru Fri. - 9 to 11 am
and Noon to 3:00 pm
18+ year olds, Mon/Tues/Wed - 3:30 to 7:00 pm

LaPorte WorkOne

300 Legacy Plaza West, LaPorte, IN 46350
(219) 362-2175
Mon/Tues - 9:00 am to 5:00 pm
Wed/Thurs - Noon to 8:00 pm
Friday - 9:00 am to Noon

NEWTON COUNTY

Newton County Government Ctr.

Suite 300, Morocco, IN • 219-285-8005
Mon thru Thurs. - 9:00 am-3:00 pm
Tues & Thurs. - 4:00 pm-8:00 pm

PORTER COUNTY

Chesterton Adult Learning Center

Westchester Public Library
100 West Indiana St., Chesterton, IN 46304
(219) 921-0567
Mon. & Wed. - 8:30 am to 4:00 pm
Tues/Thurs - 6:00 pm to 9:00 pm
ABE, GED, ESL

Valparaiso Adult Learning Center

St. Andrew's Episcopal Church
505 Bullseye Lake Road, Valparaiso, IN 46388
(219) 462-4230
Mon/Tues/Wed/Thurs - 8:30 am to 2:30 pm
ABE, GED, ESL

Portage Adult Learning Center/NEO

5391 Central Ave., Portage, IN 46368
(219) 850-4331
www.neoadulted.org

Adult ABE & GED

Mon. thru Thurs. 8:30 am - 3:00 pm and
5:30 - 8:30 pm

ESL: Mon. thru Thurs 8:30 am - 1:00 pm
and Mon. thru Thurs. 5:00 - 8:00 pm

ASC (High School Diploma Completion):

Mon. thru Thurs. 3:30 - 7:30 pm

Official GED Testing Center

5391 Central Ave., Portage, IN
Exact test dates available at
www.neoadulted.org or call
(219)850-4448

PULASKI COUNTY

Pulaski Co. Adult Learning Center

Pulaski Co. Annex
125 S. Riverside Dr., Winamac, IN 46996
(574) 242-0131
Mon. & Wed. - 4:00 pm to 7:00 pm
Tues. & Thurs. - 9:00 am to noon
ABE, GED, ESL

STARKE COUNTY

Starke County. Adult Learning Center WorkOne

6 North Shield St., Knox, IN 46534
(574) 249-8720
Mon. & Wed. 4:00 pm to 9:00 pm
Tues. & Thurs. 8:30 am to 1:30 pm
ABE, GED, ESL

North Starke Adult/ Alternative Education

Oregon Davis High School
5998 S. 750 E, Hamlet, IN 46532
(574) 867-4561
wfrazier@od.kiz.in.us
Mon.-Fri. - Noon to 3:00 pm
ASC, ABE, GED & skill brush UP

North Judson Adult Learning Center

North Judson Wayne Township Public Library
208 Keller Avenue
North Judson, IN 46366
(574) 896-2841
Mon. and Wed. - 10:00 am to 1:00 pm
Thurs. - 5:00 to 8:00 pm
ABE, GED, ESL



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WorkOne Gary

3522 Village Court • Gary, IN
219-981-1520 or 981-4100 Fax: 219-981-4121
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm



WorkOne Hammond

5265 Hohman Avenue • Hammond, IN
219-933-8332 Fax: 219-933-8370
Hours of operation:
Mon, Tue, Thurs & Fri - 8:00am – 4:30pm
Wed - 10:00am – 4:30pm



WorkOne Knox

53 W. Lake Street • Knox, IN
574-772-6882 Fax: 574-772-6899
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm



WorkOne LaPorte

Sagamore Center • 300 Legacy Plaza West
LaPorte, Indiana 46350-5876
219-362-2175 Fax: 219-362-1198
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm

NEW LOCATION



WorkOne Michigan City

302 W. 8th Street
Michigan City, Indiana 46360
219-809-0575 Fax: 219-809-0577
Hours of operation:
Mon, Wed & Fri - 8:00am – 4:30pm



WorkOne Morocco

4117 S. 240 West, Ste. 400 • Morocco, IN
800-661-2258 Fax: 219-285-2213
Hours of operation:
Mon, Tues & Wed - 8:00am – 4:30pm



WorkOne Portage

AmeriPLEX Commercial Park
1575 Adler Circle, Ste. A • Portage, IN
219-762-6592 Fax: 219-762-1052
Hours of operation:
Mon, Tues, Thurs & Fri - 8:00am – 4:30pm
Wed - 10:00am – 4:30pm



WorkOne Rensselaer

116 N. Van Rensselaer Street • Rensselaer, IN
219-866-4330 Fax: 219-866-2746
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm



WorkOne Winamac

123 N. Market Street, Ste. 2 • Winamac, IN
574-946-6300 Fax: 574-946-3628
Hours of operation:
Tues & Wed - 8:00am – 4:30pm (EST)

Oversight of Region 1 WorkOne System is provided
by the Northwest Indiana Workforce Board

www.gotoworkonenw.com

WorkOne

Northwest Indiana